

Sullivan County, NH



**REQUEST FOR PROPOSALS
SULLIVAN COUNTY
ARCHITECTURAL SERVICES**

**PROPOSALS ARE DUE NO LATER THAN JANUARY 22, 2016
AND SHALL BE SEALED AND ADDRESSED TO:**

**Ted Purdy, Nursing Home Administrator
Sullivan County Health Care
5 Nursing Home Drive
Unity, NH 03743
(603)542-9411 ext. 217**

Sullivan County, with facilities in Newport and Unity, New Hampshire, seeks proposals from qualified architectural firms for conceptual design as described in the Scope of Work, below.

Proposal are due no later than 12:00 Noon on Friday, January 22, 2016. Questions should be directed to SCHC Administrator Ted Purdy (tpurdy@sullivancountynh.gov) or Facilities Director John Cressy (jcressy@sullivancountynh.gov). Floor plans are available for review.

Following review by staff and the Board of Commissioners, the contract will be formally awarded at a regularly scheduled public meeting of the Sullivan County Board of Commissioners. Notification of award to all proposers will occur immediately thereafter.

Sullivan County is aware of the time and effort required to prepare responses to proposals and invites vendors to let us know of any proposal requirements that are unclear and/or create difficulty in responding. Sullivan County reserves the right to reject any and/or all proposals and to waive any informalities or irregularities in procedure.

Project Overview: This proposal for architectural services is to develop design alternatives and cost estimates relating to possible renovations of four buildings located on the Sullivan County Complex in Unity, NH.

- Sullivan County Health Care (SCHC) is a 156-bed skilled nursing facility comprising three resident communities in the Stearns Building (c. 1970), each consisting of approximately 40 beds, and the 32-bed memory residential unit in the attached MacConnell building (c. 1997).
- The attached Sanders Building (c. 1931) was the original Sullivan County Hospital and its three floors are currently used for offices, storage, and mothballed space awaiting a purpose.

- The standalone Ahern Building (c. 1972) is used for meetings, training, and public events as well as garage space for the Facilities Department.

The goals of this project, if ultimately approved, are to:

1. Renovate the Stearns and MacConnell resident units to enhance the development of community and person-centered care;
2. Renovate the Sanders building to meet current code and aesthetic standards as well as potentially accommodate the SCHC administrative offices and conference spaces currently located on the first floor of the Stearns building;
3. Renovate the Ahern building to provide for ADA accessibility, HVAC and energy upgrades, improved use as meeting room (i.e., technology), and inside storage, as well as exterior modifications to improve access and appearance; and
4. Upgrade and improve the physical plant and support systems to meet current codes and future needs, including energy efficiency and sustainability.

I. SCOPE OF WORK

Sullivan County plans to approach this project in two phases and seeks proposals that reflect this understanding.

Phase I (Survey and Conceptual Design):

1. Conduct a survey of existing conditions and programmatic uses using available plans, employee interviews, etc.
2. Conduct meetings and surveys to receive input from County leadership and SCHC department heads, employees and residents to identify opportunities for physical plant improvement for better health care operations and community development.
3. For each building, develop up to three (3) conceptual building design alternatives and renderings that incorporate stakeholder concerns as well as the latest thinking and design concepts for long term care facilities and their auxiliary buildings.
4. Coordinate and conduct a minimum of two public workshops for the purpose of obtaining input from the public and stakeholder groups on the design alternatives.
5. Assist the County in development a Request for Qualifications for Construction Management firms for pre-construction and construction services.
6. Assist the County in the selection of one primary design for consideration and planning, which includes construction timeline and cost estimates.
7. Assist the County in publicizing the project, which may include presentations to County leaderships or public gatherings.

Phase 2 (Final Design and Construction): If, following conceptual design and cost projects, the Sullivan County Delegation authorizes construction, the County intends to use the Construction Management delivery model. The County intends to issue a Request for Qualifications for Construction Management services shortly after selecting an architect for the conceptual design phase. The winning architect should anticipate collaborating with the Construction Management firm through final design and construction.

II. PROPOSAL FORMAT & SUBMISSION REQUIREMENTS

Responding firms shall submit **six** copies of the proposal and proposals should include the following minimum components:

1. Firm name, address, and contact information of individuals authorized to answer questions.
2. Firm Profile: include background and ownership of the company; number of employees; location of primary and any satellite locations; qualifications of professional staff to be assigned to this project; and identify supervisory and management staff and summarize experience.
3. References: Provide a list, with current contact information, of similar engagements performed by the proposer within the past three (3) years. Provide any additional data where your firm has previously worked for a governmental agency. Describe how your specialty area of expertise was applied to those clients and how it relates to this proposal.
4. Cost: The County requires that all costs be proposed on a “not to exceed basis.” If any service or description of activities appears to be incomplete, inaccurate, or overlooked, please define and quote as part of your response to this request for proposal. Proposed price shall remain in effect for a period of 45 days from opening date of the proposal and are to remain firm once proposal is awarded.
5. Timeline: Propose timeline for accomplishing project as outlined in the Scope of Work.
6. Subcontracting: Identification of any services that may be subcontracted, including, if known, the name of the subcontractor and applicable experience.
7. Acknowledgements: Firm must acknowledge that it would serve as an independent contractor and as such, would receive no other compensation or considerations, such as those benefits, indemnifications and other considerations normally extended to employees of the County, and is responsible for providing any required or voluntary benefits to its employees. The firm shall not compensate, in any way, a County officer or employee or any member of the family of such officer or employee in the performance of any work under this contract.
8. Insurance: The firm shall maintain at all times and require its subcontractors to maintain the coverage below during the life of this contract:
 - a) **Workers’ Compensation**: The firm shall carry workers’ compensation insurance as required by the State of New Hampshire.

- b) Comprehensive General Liability & Errors/Omissions: The firm shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence. The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence.
- c) Motor Vehicle: The firm shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist coverage in an amount of no less than \$1,000,000 combined single limit per accident.
- d) Within 15 days of selection, firm shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.
- e) A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Sullivan County Commissioners' Office, 14 Main Street, Newport, NH, 03773.

The County reserves the right to reject any and/or all proposals, to waive any technicalities, informalities or irregularities, to accept or reject all or part of a proposal, and to be the sole judge of the suitability of the proposals offered.

In the event that the successful awarded provider should default in the observance of the stipulations set forth in this Request for Proposal and such default is not corrected within 30 days of written notice, the County shall have the option of canceling the bid.